	<b>Effective Date:</b>	06/08/2021
	<b>Policy #:</b>	G-46
<b>Subject:</b> Remote Work Policy		<b>Page:</b> 1 of 7

## **PURPOSE**

The following provisions govern remote work for the Department of Licensing and Regulatory Affairs (LARA).


## **DEFINITION OF REMOTE WORK**

Remote work exists when an employee spends their scheduled workday at their residence on a regularly scheduled basis while performing their assigned job functions.

## **DESIGNATION OF REMOTE WORK**

Designated work locations will in all cases be in the best interest of the state and operational need of LARA and its respective Agencies and Bureaus. An employee may request to work remotely through a Remote Work Agreement (“RWA”). An employee must receive approval from their direct supervisor and the LARA Office of Human Resources (LARA HR). Throughout this policy where direct supervisor and LARA HR approval is required, direct supervisors should still work with Agency/Bureau Directors and Division Directors to ensure their knowledge and approval even though their signatures are not required.

- Changes or rescission of a remote work opportunity are at the sole discretion of the Agency/Bureau. An employee may rescind an approved request to work remotely in writing anytime to the Agency/Bureau. If feasible, two weeks’ notice should be given.
- The remote work location is expected to be the employee’s home address on file with the LARA Office of Human Resources unless otherwise approved by the direct supervisor. Remote work outside of the state of Michigan is prohibited unless requested through LARA HR and approved by OSE. If the employee’s address changes, it is the responsibility of the employee to notify the LARA Office of Human Resources and their direct supervisor as soon as possible.
- During the initial training/on-boarding period, the ability for remote work will be left to the discretion of the employee’s direct supervisor and the LARA Office of Human Resources.

	<b>Effective Date:</b>	06/08/2021
	<b>Policy #:</b>	G-46
<b>Subject:</b> Remote Work Policy		<b>Page:</b> 2 of 7

- No permanent State or leased office space for the employee is maintained or provided unless the employee is maintaining a full-time in-person schedule. For those employees on a hybrid or full-time remote schedule, they may have access to a general or common area at a central or regional location, such as a hoteling station.
- Employees approved for remote work that are reassigned or transferred to another supervisor within LARA must resubmit their request for authorization of participation in remote work to their new direct supervisor and the LARA Office of Human Resources.


## **EMPLOYEE AND SUPERVISOR RESPONSIBILITIES**

Along with the RWA, direct supervisors must provide the employee with a remote-work plan that includes:

- performance expectations,
- communication procedures,
- privacy and security requirements;
- documentation of what state property has been designated for remote work; and
- certification that the employee and supervisor have discussed the plan and expectations have been documented in the annual rating process.

Remote work employees are to perform official work duties and remain available for phone calls, messages, and meetings as if they were in the office. Personal business should not be conducted while on work status at the remote work location. Personal business includes caring for dependents and performing other personal or home duties.

No in-person work-related meetings will be conducted in the remote worker's home. Remote workers must have cameras on for all virtual meetings.

	<b>Effective Date:</b>	06/08/2021
	<b>Policy #:</b>	G-46
<b>Subject:</b> Remote Work Policy		<b>Page:</b> 3 of 7

Department policies and work rules applicable to state offices also apply to remote-work locations and failure to comply may result in discipline or ending a remote-work arrangement ([such as the LARA dress code policy](#))

### **Work Schedules**


The supervisor and employee will determine which days and hours during the pay period that the employee can work remotely based on the remote work schedules permitted by each Agency/Bureau. The immediate supervisor and LARA Office of Human Resources must review the schedule and approve, modify, or deny the request.

- Absent other arrangements, the employee is expected to attend all assigned meetings remotely or in person. Managers reserve the right to require attendance in-person at any time due to meetings, trainings, or other operational needs.
- An employee scheduled to work remotely on a day when the state work location is declared closed or inaccessible is expected to work remotely. An employee with a RWA who is scheduled to work from the state work location on a day when it is declared closed or inaccessible is expected to work remotely.
- Remote workers must comply with Department requirements and applicable collective bargaining agreements on illness and absence reporting and the use of leave credits.

### **Health and Safety**

Remote work locations are considered extensions of state workspace during scheduled remote-work hours. In the RWA, employees must certify that remote workspaces comply with, at a minimum, the following Remote Work Health and Safety Standards:

- All reporting requirements for injury or illness extend to the remote work location.
- Home locations must accommodate any state equipment used in performing work and due diligence and care will be exercised in the use and maintenance of equipment.

	<b>Effective Date:</b>	06/08/2021
	<b>Policy #:</b>	G-46
<b>Subject:</b> Remote Work Policy		<b>Page:</b> 4 of 7


- Heating, cooling, ventilation, and lighting are adequate for satisfactory work performance.
- Electrical equipment is free of recognizable hazards and grounded.
- Walkways, doorways, and corners are free of obstructions that interfere with visibility or movement.
- File cabinets and other storage devices are arranged so drawers and doors do not open into walkways.
- Work chairs are structurally sound and floors are free of conditions that could cause trips or falls.
- Electrical cords, telephone lines, and equipment cables are secured and do not interfere with foot traffic.

The state may inspect home locations during remote work hours, with reasonable advance notice, to ensure ongoing compliance with RWAs. Non-compliance with Remote Work Health and Safety Standards is grounds to end authorization for remote work.


### **Equipment Requirements and Standards**

The Department will provide employees working remotely with the basic equipment needed for their job responsibilities (i.e., computer/laptop, monitor(s), mouse, keyboard, cell phone/soft phone). Additional equipment may be requested and may be approved by Finance and Administrative Services with Chief Administrative Officer approval pending justification of the business need. The Department will not provide furniture for remote work use. The employee is responsible for the safe transportation of equipment to and from the official and remote work locations.

- The installation, maintenance and repair of computers and computer-related hardware and software located at an employees' home is the joint responsibility of the employee and their Agency/Bureau.

	<b>Effective Date:</b>	06/08/2021
	<b>Policy #:</b>	G-46
<b>Subject:</b> Remote Work Policy		<b>Page:</b> 5 of 7

- Equipment, hardware, software, and other devices furnished by the employer remain state property and subject to Department work rules limiting personal use. State owned software must not be installed on employee-owned hardware. Employee-owned software must not be installed on state hardware.
- All requests for service or repairs should be directed to the Agency/Bureau DTMB liaison. The DTMB liaison will contact the DTMB Help Desk or otherwise coordinate activities with DTMB where necessary. DTMB is available to assist Agencies/Bureaus in identifying vendors through the appropriate state contracts to obtain maintenance and repair services. All computers and computer-related hardware and software must meet LARA policies and standards and policies established by DTMB.
- Employees cannot use employee-owned PCs to access sensitive data or place sensitive data on employee-owned storage media. Accessing sensitive data must be performed using state equipment.
- Employees and contractors are required to adhere to [DTMB's Acceptable Use of Information Technology Standard Policy \(1340.00.130.02\)](#) which includes devices, networks, data, software, email, and system accounts.
- Remote workers will return state hardware, software, supplies, documents, and other information or property to the state work location before ending the RWA or employment.
- Remote workers must promptly notify their direct supervisor of an equipment malfunction or failure of either state- or employee-owned equipment (such as a power outage). If a malfunction prevents the worker from performing assigned tasks, the worker must notify their direct supervisor immediately. The worker will be directed to perform other assignments, assist with the repair or exchange of equipment, or return to the state work location.
- Remote workers must ensure that updates are timely made to hardware and software, consistent with DTMB policies.
- Employees must establish and provide at their own expense remote work environments that have consistent Internet access that allows for participation in

	<b>Effective Date:</b>	06/08/2021
	<b>Policy #:</b>	G-46
<b>Subject:</b> Remote Work Policy		<b>Page:</b> 6 of 7

live virtual meetings, suitable lighting and furniture, and other utilities. Employees with Remote Work Agreements should not rely on a smartphone hotspot for their primary Internet access.

### **Financial/Travel**

Bureaus and Agencies are responsible for managing the costs associated to remote work in their budget. Supplies and eligible employee reimbursement must be identified in the Remote Work Agreement and cannot conflict with Standardized Travel Regulations, procurement policies and procedures, or any applicable collective bargaining agreement. Employees with a Remote Work Agreement are not eligible for reimbursement for:

- Travel between a remote work location and the work location where the employee would normally work absent a Remote Work Agreement; or,
- Meals and lodging purchased within the Bureau/Agency-defined remote-work location or work location where the employee would normally work absent a Remote Work Agreement.


Federal, state, and local tax obligations resulting from remote work are the responsibility of the employee.

### **ENFORCEMENT**

Failure of an employee assigned to work remotely or a supervisor of remote work employees to adhere to the requirements referenced above may lead to discipline or cancellation of the RWA anytime upon written notice to the employee. Employees who are experiencing work performance difficulties, attendance problems, or receive a formal counseling, disciplinary action, performance improvement plan, or any corrective action may have their RWA rescinded.

### **Modification**

Amendment, modification, or extension of a RWA can be made anytime with written agreement between the direct supervisor, LARA Office of Human Resources, and employee.

	<b>Effective Date:</b>		06/08/2021
	<b>Policy #:</b>		G-46
<b>Subject:</b> Remote Work Policy		<b>Page:</b>	7 of 7

### **Grievance Procedure**

Denial of a request to work remotely and cancellation of a RWA are not considered discipline nor grounds for a grievance.